

# **PLUMAS COUNTY CHILDREN AND FAMILIES COMMISSION (PCCFC)**

## **TECHNICAL ASSISTANCE WORKSHOPS Q&A**

**(Question and Answer Document)**

**October 25<sup>th</sup> & 26<sup>th</sup> 2001**

- Q: How much funding is available?  
A: The Commissioners have set the amount for this funding cycle at \$150,000, for the period from January 2002 through June 2003.
- Q: Who is not eligible?  
A: Most entities will be allowed to apply for funding, provided that they can meet the general addendum policies, especially those regarding fiscal accountability and liability insurance. The eligibility requirements are listed in the RFA.
- Q: Can we call you if we have questions about the application form?  
A: Oral questions will only be answered during the Technical Assistance Workshops. After that time, all questions and answers must be in written form so that they can be shared with the other applicants.  
No further questions will be accepted after November 2, 2001.
- Q: Can the application be altered after it is submitted to the Commission?  
A: No. Applications may be withdrawn entirely, but not altered after submission.
- Q: Can the Commission request alterations in the application?  
A: After the applications are evaluated, the Commission may fund a project, or a portion of a project and ask that some components be modified, i.e. a reduced scope of work, or an adjusted budget.
- Q: Will mailing the application with a postmark of November 16<sup>th</sup> meet the deadline?  
A: No. Applications must be received in the Commission's office in Quincy by 5:00 p.m. November 16, 2001. Hand deliver your application package if there is a chance that it will be delayed in the mail.
- Q: Were there changes in the Plumas Unified School District's project funded by the Commission?  
A: The school nurse who originally was to implement of services of the Developmental Specialist resigned from the school district. The special needs pre-school teacher who has the appropriate credentials to act as the Developmental Specialist will now take the lead on the project. Additional time to implement the project was also needed to work out specific details with the collaborative relationship between PUSD and the Far Northern Regional Center. It is the goal of the PCCFC to enhance services for children ages 0-5 and their families.
- Q: What restrictions are placed on the funds?  
A: Funds from Proposition 10 may not be used to "supplant existing funds". This means that they cannot be used to fund a program that has a current funding source or a program which already has been shown to have been supported by the use of other funds. Proposition 10 funds must only be used to fund new projects or enhance or "supplement" existing programs.
- Q: Can we find out what other agencies or entities have requested?  
A: Yes. The PCCFC funding processes are matters of public record  
The Commission has received 12 Letters of Intent totaling over \$412,000.

A list of Letters of Intent that were received will be enclosed in the mailing with the Q&A document.

Q: Do we have to stay within the space provided for the narrative on the application form?

A: No. The entire application narrative must not exceed twelve pages. The RFA document is available on the PCCFC website [www.cfc.ca.gov/plumas](http://www.cfc.ca.gov/plumas), and a copy on diskette will be enclosed in the mailing with the Q&A document.

Q: Should staff members be identified by name?

A: No. Personnel can be identified by job titles. Credentials may be verified if required by the evaluation team.

Q: Where can the information on demographics of the Plumas County population be found?

A: Most of the information needed is generally available on the Internet. The PCCFC will not provide demographic information to an applicant.

Q: What is an "Evaluation Plan" and why do we need one?

A: Consultant Susie Kocher has put together an overall evaluation plan for the PCCFC as required by the State Commission. The PCCFC will be tracking easily available indicators of child health (i.e. number of low birth weight infants born) and choosing some indicators to help gauge progress toward overall goals. Programs that receive grants from the PCCFC must include an evaluation plan to show how effective they have been in reaching the program goals. Quantitative indicators are a way to objectively measure outcomes. "Performance measures" (i.e. number of shops held) do not show that a program is effective in getting the desired results. Representative anecdotes can be used to illustrate points, or explain results. Susie will be available at [skocher@psln.com](mailto:skocher@psln.com) to answer any evaluation question pertaining to the RFA evaluation requirement.

Q: When will reports be due?

A: The specifics on reporting and evaluation will be spelled out in the contracts with the projects that are funded.

Q: Should each program apply independently for funding or would it be better to collaborate on a combined application? What happens if my collaborator's program is not funded?

A: It would be entirely up to the entities involved, and there would be a risk of not getting funded under the umbrella of a larger organization if their application is not funded. Integration of similar services is not a requirement under this RFA, but integration and collaboration is encouraged.

Q: How will conflicts of interest be handled in the application review process?

A: Members of the evaluation team who have a financial interest in any agency/entity or program requesting funds will not review that application or vote on the funding.

Q: Who will be the members of the evaluation team?

A: Three members of the Commission and one community member.

Q: How will the decisions on how much funding each applicant is awarded be made?

A: The evaluation team makes a funding recommendation to the full Commission. It is the responsibility of the PCCFC to make the final decision regarding what applications to award and how much the award will be.

Q: Can these funds be used to purchase equipment?

A: No, these applications must be for program grants or integrated services for new or enhanced services.

Q: Can the focus of the proposal be changed from what was stated in the Letter Of Intent?

A: Yes, if the changes are appropriate under the RFA.

Q: What information should be collected and how will it be used?

A: “Indicators” of achieved results will be used when possible, with statistics collected on a regular basis and reported in interim and final reports. When specific indicators cannot be used, other tools such as surveys or knowledge assessment may be used.

Collecting this information should be useful within the organization to document the successes and failures, which parts of the program are working, and where improvements or changes are needed. Results can be used to help in staff training, communicating with clients and stakeholders, and securing funding. Each program will be responsible for collecting and analyzing the data from their own program and using it to refine and define the program. The PCCFC will be putting all of this information together to determine how effective the programs have been. “Results Accountability” will be a necessary part of all of the programs.

### **Additional questions received by the Commission:**

Q: I am processing the application narrative onto my computer. Do I need to include each question word for word from the application form, or can I use the number 1,2 etc. and item a, b, c, etc.?

A: Include the entire question to ensure there is no confusion during the application evaluation process.

Q: If an agency requests funds for a program previously funded by the Commission, is that supplanting funds?

A: No, since the project was originally funded with Proposition 10 funds.